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# INNOVATION & ENTREPRENEURSHIP POLICY

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MLR Institute of Technology (MLRIT), Hyderabad, is committed to fostering a vibrant ecosystem of innovation, entrepreneurship, and startup culture in alignment with national priorities such as Atmanirbhar Bharat, Startup India, and Make in India. Recognizing the critical role of Higher Educational Institutions in nurturing job creators rather than job seekers, MLRIT adopts this Innovation & Entrepreneurship (I&E) Policy to institutionalize mechanisms that promote creativity, technology development, startup creation, and societal impact.

This Policy provides a comprehensive framework to encourage students, faculty members, researchers, and alumni to engage in innovation-driven entrepreneurial activities and to translate ideas into sustainable products, services, and enterprises.

### VISION

To establish MLR Institute of Technology as a leading hub for innovation and entrepreneurship by enabling a culture of creativity, problem-solving, startup creation, and technology commercialization for national and global impact.

### MISSION

- To promote innovation-led learning and entrepreneurial thinking across all disciplines.
- To support conversion of ideas into startups, products, and technologies.
- To strengthen industry-academia collaboration for real-world problem solving.
- To create institutional systems that support incubation, funding, mentoring, and commercialization.

### OBJECTIVES

The objectives of this Policy are to:

- Encourage innovation, design thinking, and problem-based learning.
- Facilitate entrepreneurship among students and faculty.
- Support startup incubation and acceleration within the institute.
- Promote intellectual property creation and commercialization.
- Enable access to funding, mentorship, and industry networks.
- Align institutional initiatives with AICTE-MIC Innovation Policy.

### SCOPE & APPLICABILITY

This Policy shall apply to:

- All undergraduate, postgraduate, and doctoral students of MLRIT.
- All regular faculty members, researchers, and staff.
- Alumni entrepreneurs associated with institute initiatives.
- Innovation teams and startups supported by MLRIT.



## GOVERNANCE & INSTITUTIONAL STRUCTURE

To ensure effective implementation of the Innovation & Entrepreneurship Policy, MLR Institute of Technology (MLRIT) shall adopt the following governance and administrative structure aligned with its institutional hierarchy.

### Apex Oversight

- Management / Governing Body: Overall policy approval, strategic direction, and periodic review of innovation and entrepreneurship initiatives.
- Principal, MLR Institute of Technology: Chief academic and administrative authority responsible for institutional execution of the Policy.

### Strategic Leadership

- Head – Centre for Innovation and Entrepreneurship (CIE): Overall coordination of innovation, startup, incubation, IIC, and entrepreneurship-related initiatives; liaison with external agencies including AICTE–MIC, MSME, DST, and Startup India.
- Dean – Planning & Development (P&D): Oversight of research-driven innovation, technology development, patents, and commercialization activities.

### Operational Bodies

#### a) Centre for Innovation and Entrepreneurship (CIE)

The CIE shall function as the nodal implementation body for this Policy.

Composition:

- President: Principal
- Vice President: Head – Centre for Innovation and Entrepreneurship (CIE)
- Convener: Faculty Coordinator (IIC)
- Members: Faculty representatives from all departments, industry experts, startup mentors, and student representatives

Functions:

- Promote innovation culture and entrepreneurial mindset
- Organize innovation, startup, and IIC activities
- Coordinate AICTE–MIC reporting and compliance



## **b) Startup & Incubation Committee**

Chairperson: Head – Centre for Innovation and Entrepreneurship (CIE)

Members:

- Dean – R&D
- Dean – P&D
- Faculty In-charge – Incubation Centre
- Heads of Departments (as required)
- Industry / Startup Experts

Functions:

- Evaluation and selection of startups for incubation
- Allocation and review of incubation space
- Monitoring startup progress and graduation

## **c) Intellectual Property Rights (IPR) Committee**

Chairperson: Dean – P&D

Members:

- All Department IPR and R&D Coordinators
- Faculty members with IP expertise
- External IP / Patent professionals (as required)

Functions:

- Facilitate IP awareness and filings
- Recommend IP ownership and revenue sharing
- Support technology transfer and licensing

## **Departmental Role**

Heads of Departments (HoDs) shall encourage student and faculty participation in innovation and startup activities and facilitate departmental support for approved initiatives.



## INNOVATION ECOSYSTEM & CULTURE BUILDING

MLRIT shall actively promote an innovation-friendly environment through:

- Hackathons, Ideathons, and innovation challenges
- Design thinking workshops and bootcamps
- Student innovation clubs and technical societies
- Multidisciplinary and socially relevant problem statements

Innovation shall be embedded as a core institutional value.

## ENTREPRENEURSHIP DEVELOPMENT PROGRAMS

The Institute shall organize structured programs including:

- Entrepreneurship Awareness Programs (EAP)
- Entrepreneurship Development Programs (EDP)
- Startup Bootcamps and Founder Workshops
- Faculty Development Programs on entrepreneurship and innovation

These programs shall be aligned with AICTE–MIC initiatives and Startup India missions.

## INCUBATION SPACE & PHYSICAL INFRASTRUCTURE SUPPORT

In alignment with the AICTE–MIC Innovation & Startup Policy, MLRIT shall provide dedicated incubation space and infrastructure to support startup creation and growth.

### Incubation Infrastructure

- Pre-incubation and ideation spaces
- Co-working and dedicated startup offices
- Maker spaces and prototype development labs
- Mentoring, meeting, and pitch rooms

### Allocation & Tenure

- Space allocation shall be approved by the Incubation Committee.
- Incubation tenure shall normally range from six months to three years.

### Facilities & Shared Resources

Incubated startups may access institutional labs, software, libraries, and common services subject to approval.



## Exit & Graduation

Startups shall graduate upon achieving defined milestones such as commercialization, funding, or completion of tenure.

## STARTUP INCUBATION & ACCELERATION SUPPORT

MLRIT shall support startups through:

- Business model development and validation
- Legal, financial, and compliance guidance
- Investor connects and demo days
- Linkages with external incubators and accelerators

## INTELLECTUAL PROPERTY RIGHTS (IPR) & COMMERCIALIZATION

The Institute shall encourage IP creation through:

- Patent, copyright, trademark, and design filing support
- Defined ownership and revenue-sharing mechanisms
- Technology transfer and licensing
- Startup-friendly IPR norms for student and faculty founders

IPR matters shall be governed by the MLRIT IPR Policy.

## FUNDING & FINANCIAL SUPPORT MECHANISMS

Funding support may include:

- Internal seed funding and proof-of-concept grants
- Access to government schemes (DST, MSME, MeitY, AICTE)
- Industry-sponsored innovation projects
- Angel, VC, CSR, and alumni funding linkages

## INDUSTRY & ECOSYSTEM COLLABORATION

MLRIT shall strengthen collaborations through:

- Industry problem statements and sponsored projects
- MoUs with startups, incubators, and accelerators
- Industry mentorship and co-creation initiatives
- Startup internships and live projects



## CURRICULUM INTEGRATION & ACADEMIC FLEXIBILITY

The Institute shall provide:

- Innovation and entrepreneurship courses and minors
- Attendance and examination flexibility for student entrepreneurs

## INCENTIVES & RECOGNITION

MLRIT shall incentivize innovation through:

- Awards and recognition for startups and innovators
- Consideration of startups and patents in faculty appraisal
- Workload and leave flexibility for startup engagement

## ETHICS, INCLUSIVITY & SOCIAL INNOVATION

The Policy promotes:

- Ethical and responsible innovation
- Women entrepreneurship and inclusivity
- Rural, societal, and sustainability-driven startups
- Alignment with UN Sustainable Development Goals (SDGs)

## MONITORING, EVALUATION & KPIS

Performance indicators shall include:

- Number of startups incubated and graduated
- Funding raised and revenue generated
- IPs filed and commercialized
- Employment and societal impact

Annual innovation reports shall be prepared.

## RISK MANAGEMENT & CONFLICT OF INTEREST

Clear guidelines shall address:

- Conflict of interest situations
- Institutional liability and risk mitigation
- Compliance with statutory and regulatory norms



## IMPLEMENTATION & POLICY REVIEW

- This Policy shall be implemented through defined SOPs (attached as Annexure).
- The Policy shall be reviewed periodically and updated as required.
- Amendments shall be approved by the competent authority.

Through this Innovation & Entrepreneurship Policy, MLR Institute of Technology reaffirms its commitment to nurturing innovators, entrepreneurs, and leaders who contribute meaningfully to economic growth, technological advancement, and societal well-being.



## Annexure I

### STANDARD OPERATING PROCEDURES (SOPs)

(For Incubation, Seed Funding & Startup Review)

#### SOP-1: Incubation Admission & Space Allocation

##### Purpose

This SOP defines the detailed procedure for admission of startups into the MLRIT Incubation Centre and allocation of incubation space, infrastructure, and institutional facilities. The objective is to ensure a transparent, merit-based, and outcome-oriented incubation process aligned with the Innovation & Entrepreneurship Policy of MLRIT and AICTE–MIC guidelines.

##### Eligibility Criteria

The following entities shall be eligible to apply for incubation:

- Student-led startups with active students of MLRIT as founder/co-founder
- Faculty-led startups promoted by regular faculty members of MLRIT
- Alumni-led startups endorsed by the CIE
- Innovation teams approved by the CIE

Preference shall be given to early-stage startups with:

- Innovative or technology-driven ideas
- Socially relevant or sustainability-oriented solutions
- Clear intent to commercialize the innovation

##### Application Process

1. Submission of duly filled Incubation Application Form along with a brief proposal
2. Preliminary scrutiny by the Faculty In-charge – Incubation Centre
3. Pitch presentation before the Startup & Incubation Committee
4. Recommendation and approval by the competent authority
5. Issue of Incubation Offer Letter and execution of Incubation Agreement

##### Evaluation Parameters

Applications shall be evaluated based on:

- Novelty and innovativeness of the idea



- Technical feasibility and scalability
- Market need and commercial potential
- Competence, commitment, and diversity of the team
- Alignment with institutional focus areas and national priorities

#### **Allocation of Space & Facilities**

- Incubation space may be provided as co-working space or dedicated office space
- Access to labs, maker spaces, and common facilities shall be subject to approval
- Allocation shall be documented and time-bound

#### **Tenure of Incubation**

- The standard incubation tenure shall range from 6 months to 3 years
- Performance review shall be conducted every 6 months
- Extension, if any, shall be granted based on progress and recommendation of the Committee

#### **Exit & Graduation Policy**

A startup shall exit or graduate from the incubation centre under the following conditions:

- Completion of approved incubation tenure
- Achievement of predefined milestones such as revenue generation, external funding, or commercialization
- Non-performance or violation of institutional policies

Graduated startups shall vacate incubation space within the stipulated time and may continue as ecosystem partners of MLRIT.

### **SOP-2: Seed Funding Support**

#### **Objective**

This SOP outlines the procedure for providing seed funding support to incubated startups for proof-of-concept development, prototyping, pilot testing, and early market validation.

#### **Eligibility**

- Only startups formally admitted into the MLRIT Incubation Centre shall be eligible
- Startup must submit a clear funding requirement and utilization plan
- Compliance with institutional and financial norms is mandatory



### **Nature of Funding**

- Seed funding shall normally be provided as grant-in-aid (non-equity)
- In exceptional cases, equity or revenue-sharing models may be considered with Management approval
- Funding amount shall be milestone-based and outcome-oriented

### **Financial Ceilings for Seed Funding**

Seed funding support shall be provided within the following indicative limits:

- **Proof-of-Concept / Prototype Stage:** Up to ₹1,00,000 per startup
- **Product Development / Pilot Testing Stage:** Up to ₹3,00,000 per startup
- **Market Validation / Early Commercialization Stage:** Up to ₹5,00,000 per startup

The total seed funding to a startup shall **normally not exceed ₹5,00,000**, unless specifically approved by the Management.

Based on the recommendations of the Startup & Incubation Committee, the Management / Governing Body shall accord approval and sanction the seed funding. All approvals shall be formally documented and duly communicated to the concerned startup.

### **Utilization of Funds**

- Funds shall be utilized strictly for approved purposes such as prototyping, testing, certifications, and market validation
- Funds shall not be used for personal remuneration, travel unrelated to the project, or non-approved expenses

### **Monitoring & Reporting**

- Startups shall submit milestone-based progress reports and utilization certificates
- Release of subsequent tranches shall be linked to satisfactory progress
- Misutilization of funds may lead to recovery of amount and termination of incubation support



## SOP-3: Startup Performance Review & Monitoring

### Purpose

This SOP establishes a structured mechanism for continuous monitoring, mentoring, and evaluation of incubated startups to ensure effective utilization of institutional resources and achievement of outcomes.

### Review Frequency

- Performance review shall be conducted **once every six months**
- Additional reviews may be conducted as required by the Committee

### Review Parameters

Startups shall be evaluated on the following parameters:

- Technical progress and product development
- Business model, customer validation, and market traction
- Financial discipline and fund utilization
- IP creation, regulatory compliance, and documentation
- Team stability and execution capability

### Review Process

1. Submission of **Startup Review & Progress Report** by the incubated entity
2. Presentation and interaction with the Review Committee
3. Feedback, mentoring inputs, and corrective action plan

### Review Outcomes

Based on the review, the Committee may recommend:

- Continuation of incubation support
- Mentoring and corrective measures with revised milestones
- Graduation from incubation
- Exit or termination due to non-performance or non-compliance

### Documentation & Reporting

- Review outcomes shall be documented and communicated formally
- Performance data shall be used for AICTE-MIC, IIC, NAAC, and NIRF reporting



## Annexure II

### FORMS

(For Incubation & Seed Funding)

#### FORM-1: INCUBATION APPLICATION FORM

(To be submitted to the Centre for Innovation and Entrepreneurship (CIE), MLR Institute of Technology, Hyderabad)

#### Basic Information

1. Name of the Startup / Innovation Team:
2. Nature of Applicant:  Student  Faculty  Alumni  Mixed Team
3. Department / Programme (for students/faculty):
4. Contact Address:
5. Email ID:
6. Mobile Number:

#### Founder / Team Details

S. No.	Name	Role (Founder/Co-founder)	Department / Affiliation	Email	Mobile

#### Startup Details

1. Problem Statement Addressed:
2. Description of the Idea / Innovation (max 500 words):
3. Stage of Startup:  Idea  Proof of Concept  Prototype  Pilot  Early Revenue
4. Technology / Domain Area:
5. Target Market / Beneficiaries:
6. Competitive Advantage / Uniqueness:

#### Business & Commercialization Plan

1. Proposed Product / Service:
2. Revenue Model:
3. Go-to-Market Strategy:
4. Estimated Timeline for Commercialization:



### Infrastructure & Incubation Support Required

1. Type of Incubation Space Required:  Co-working  Dedicated Space  Lab / Maker Space
2. Facilities / Equipment Required:
3. Expected Incubation Tenure:

### Intellectual Property (if any)

1. IP Created / Filed:  Yes  No
2. Details of Patent / Copyright / Design (if applicable):

### Declaration

I/We hereby declare that the information furnished above is true and correct. I/We agree to abide by the rules, policies, and guidelines of MLR Institute of Technology Incubation Centre.

Date:

Place:

Signature of Founder(s):

### FORM-B: SEED FUNDING REQUEST FORM (DETAILED)

*(Applicable only for incubated startups at MLRIT)*

### Startup & Incubation Details

1. Name of Startup:
2. Incubation ID / Reference No.:
3. Date of Admission to Incubation:
4. Incubation Stage:

### Founder / Authorized Applicant Details

1. Name of Authorized Applicant:
2. Designation (Founder / Co-founder):
3. Contact Number:
4. Email ID:

### Funding Requirement

1. Amount of Seed Funding Requested (₹):



2. Stage for which funding is requested:  Proof of Concept  Prototype  Product Development  Market Validation
3. Expected Duration of Fund Utilization:

**Detailed Utilization Plan**

S. No.	Budget Head	Description	Amount (₹)

**Milestones & Deliverables**

Milestone	Description	Timeline

**Expected Outcomes**

1. Technical Outcomes:
2. Business / Market Outcomes:
3. IP / Commercialization Outcomes:

**Declaration & Undertaking**

I/We hereby undertake that the seed funding, if sanctioned, shall be utilized strictly for the purposes approved by MLR Institute of Technology. I/We agree to submit progress reports and utilization certificates as required.

Date:

Place:

Signature of Authorized Applicant:

